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Policy Name

5.5070 Event Management

Purpose and Scope

To further the thoughtful and transparent use of university space while ensuring appropriate support.

This policy applies to any parties both internal and external wishing to use university facilities.

Responsibilities

Title or Role	Definition and What They are Responsible For
Director Environmental Health, Safety, & Risk and Director of Operations and Logistics Manager	Maintains and enforces this policy. Receives exceptions to the policy. Joint review with the Director of Campus Operations and Logistics Manager.
Senior Vice President and Chief Operating Officer	Maintains and enforces this policy and assists with reviewing exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

All requests for space regarding events on university property must be approved through the Event Management Office. This office will serve as a clearinghouse for all events and will provide knowledgeable support and coordination so that every event will become a successful, positive reflection on Alvernia University.

Policy Procedure

All requests for events and all pertinent information around the logistics of events are managed via the University's event scheduling software.

Once logged in the homepage of the event scheduler software the event request must fill out the event request form, including all required information. Such information includes, but is not limited to:

- step by step instructions for the event,
- catering request forms if applicable,
- Budget management and financial responsibility support
- contact information for assistance
- Event notification should include campus maps and links to the athletics calendar

Events may require maintenance, housekeeping and/or security personnel. Requests should be received no later than 10 business days prior to the event to ensure availability and avoid overtime charges.

Requests from outside the university are made directly to the Event Management Office. The use agreements and any requirements such as liability insurance for these requests are managed by the Event Management Office and Environmental Health, Safety & Risk Office jointly.

Approved versions of this policy will be posted on the AU Portal.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Campus Operations policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed		Description of Changes
07/25/2024		Initial Draft
11/06/2024		SLT Approved